eForms
User Guide

Washington State Department of Transportation

WSDOT eForms User Guide - March 2010

Index of Topics

New for the March 2010 Release

We have added more electronic forms:

9 New and 58 Revised FileMaker Pro Runtime Forms

If this is your first installation of the WSDOT eForms, please disregard this section

This release of the WSDOT eForms will install the Runtime forms in a new directory named **WSDOT_Forms\DOTeForms_3.10** in the c:\Program Files\WSDOT_Forms folder. The forms from the previous release will not be changed or removed. After installation of the Runtime forms, you have several options concerning the data saved in the previous Runtime forms:

1. If you want to incorporate the data saved in the previous versions of the Runtime forms, you can import the data from the older form versions (**WSDOT_Forms\DOTeForms_3.09\eForms** directory) to the new versions (**WSDOT_Forms\DOTeForms_3.10\eForms** directory). Simply follow the instructions on importing and Exporting records in **Section 9** of the User's Guide.

   Once all of the data from the older versions are imported you can delete the **DOTeForms_3.09** directory to conserve disk space.

2. You may want to preserve the data in the older form versions, in which case you need do nothing. They will not be affected by the new forms installation.

3. If you do not want to save the data from the earlier form versions, you can delete the **DOTeForms_3.09** directory to conserve disk space.

New Forms for the March 2010 WSDOT eForms

New:

224-071 EF	Utility Construction Agreement - Work by State - Shared Cost
224-072 EF	Utility Preliminary Engineering Agreement - Work by Utility - State Cost
224-301 EF	Utility Preliminary Engineering Agreement - Work by State - Utility Cost
350-092A EF	Mile Post Hot Mix Asphalt Compaction Report

350-092B EF Hot Mix Asphalt Compaction Report (80 Ton)
350-120 EF Reduced Acceptance Criteria Checklist
421-050 EF Design-Build Contract - Minor Change
530-040 EF Supplier Confirmation or Specification Compliance
670-079 EF Standard Prequalification Questionnaire (Ferries)

Revised:

130-015 EF Y Agreement Information
140-039 EF Local Agency Agreement
140-044 EF Local Agency Railway Agreement - Warning Devices
140-100 EF Local Agency Environmental Classification Summary
224-014 EF Local Agency Haul Road / Detour Agreement
224-030 EF Special Provisions for Permits and Franchises
224-053 EF Utility Construction Agreement - Work By Utility - Actual Cost
224-054 EF Developer Agreement - Const. by Developer at Developer Expense
224-060 EF Highway - Railroad Grade Crossing Agreement
224-061 EF Utility Construction Agreement - Work By Utility - Lump Sum
224-062 EF Utility Construction Agreement - Work by State - Utility Cost
224-063 EF Developer / Local Agency Agreement
224-064 EF Developer Agreement - Const. By State at Developer Expense
224-065 EF Local Agency Participating - Work by State - Actual Cost
224-067 EF State Participating Agreement - Local Agency - Actual Cost
224-068 EF Permit Application - Temporary Agricultural Directional Sign
224-074 EF Statewide Utility Facilities Installation - Work By State - Actual Cost
224-240 EF Turnback Agreement
224-696 EF Application for Utility Permit or Franchise
224-697 EF Utility Facility Description - Exhibit 'B'
224-697A EF Utility Facility Description - Exhibit 'B' - Continuation
224-698 EF Application for General Permit
224-699 EF Application for Utility Permit or Franchise for U.S. Government Agencies
224-700 EF Application for General Permit for U.S. Government Agencies
224-701 EF Local Agency Preliminary Engineering Participating Agreement
224-713 EF Special Provisions for Highway Encroachments
224-720 EF Equipment Rental Without Operator Agreement
261-005 EF Surplus Property Report
263-007 EF Property Inspection and Status Report (PISR)
263-009 EF Rental Agreement Transmittal
263-016 EF Memorandum of Lease - Benefiting Appurtenant Property
263-017 EF Memorandum of Lease
263-018 EF Memorandum of Lease Termination
271-015 EF Subcontractor List
272-001 EF Proposal Bond
272-002 EF Contract Bond - Highway Construction

272-006 EF	Contract - Highway Construction
272-008 EF	Contract - Building Construction
272-036C EF	Region Ad and Award Contract Proposal - Signature Page
272-036D EF	Proposal - Signature Page
272-036H EF	Non Collusion and Debarment Affidavit
272-040 EF	Certification for Federal Aid Contracts
272-056 EF	Disadvantaged Business Enterprise Utilization Certification
272-063 EF	Contractor Prequalification Questionnaire ($100,000 or Less)
333-009 EF	City/Town Report to the Secretary of Transportation
333-010 EF	County Report to the Secretary of Transportation
350-005 EF	Buy America-Foreign Steel Tracking
350-074 EF	Field Density Test
350-092 EF	Hot Mix Asphalt Compaction Report (Station)
350-115 EF	Contract Materials Checklist
350-149 EF	Digital Aerial Photography Service Request
350-162 EF	Volumetrics Worksheet
410-029 EF	Contractor's Construction Process Evaluation
420-010 EF	Standard Questionnaire
420-011 EF	Supplemental Questionnaire
421-005A EF	Change Order - Minor Change
421-012 EF	Request to Sublet Work
422-020B EF	Inspector's Record of Field Test
421-023 EF	Quarterly Report of Amounts Paid as MBE/WBE Participants
422-110 EF	Statement of Apprentice/Journeyman Participation
422-115 EF	Apprentice Utilization Plan
520-001 EF	D Agreement-Work by Others for Department (Not to exceed $100,000)
560-021 EF	Oversize/Overweight Vehicle Permit Application
560-022 EF	Request for Approval of Oversize/Overweight Movement - Superloads

Welcome to eForms User Guide

Welcome to the WSDOT eForms (electronic) Application.

The number of fillable (Fill and Print Online) have been increased. Some forms are only available as Print only (Adobe Acrobat PDF files).

There are 352 FileMaker Pro Runtime forms available on this release and 15 Adobe Acrobat PDF forms. As more electronic forms become available, they will be added to the system. Please let us know about any desired addtions or any problems with using the system.

	FileMaker Pro File (Fill-in)	**Electronic Form - Fill and Print**
	Acrobat PDF (Read Only)	**Blank Print Only - Requires Adobe Acrobat 6.0 or later**
	Not Available	**Not Available as of this release**

If you have a copy of FileMaker Pro version 9.0 (or later) from FileMaker, Inc. installed on your computer, you may want to review the instructions for use before using the forms. If, however, you do not, you may still use these forms effectively by following the instructions contained in this User Guide. Passwords were used to assure that the standard forms are not altered. If you find errors or have suggestions for improvement, please contact us so that any problems can be corrected.

This guide will not make you an 'expert' in FileMaker Pro, nor is it designed to provide you with the expertise to create your own forms or databases. The purpose of this tutorial is to assist you in filling out, adding new records, retrieving records, printing, and transferring data.

Within each form you will find the following buttons which have different uses and functions.

Form Buttons

List View Buttons

Optional Buttons

These 'Forms Buttons' will be found on all forms:

The '**Print**' button will call up the Print Dialog Box. Once you check that the record(s) and other information within the dialog box is correct, click on 'OK' and the form will print. See section 10 of the User Guide for more information. The keyboard shortcut is "Ctrl+P".

The '**New Form**' button will call up a new record or form in the database and place the cursor within the first field of the form. The keyboard shortcut is "Ctrl +N".

The '**Duplicate**' will take the current record and make an exact copy of it. This comes in handy when you have a record that you want to use all of the same information contained in that record but you want to change the date, or the name, or some other small bit of information but leave the original information or record intact. The keyboard shortcut is 'Ctrl+D'.

The '**List View**' button will take you to the List View layout. Every form has a generic List View included as an additional layout. There is no keyboard shortcut for this button but you may go to the List View layout using the layout dialog box.

The '**Main Menu**' button will close the current form file and return to the CD Library Electronic Forms Main Menu. The keyboard shrotcut is "Ctrl+W".

These 'Forms Buttons' will be found on all List Views:

The '**Print List**' button will call up the Print Dialog Box. Click on 'Records Being Browsed' to print the List View. See section 10 of the User Guide for more information. The keyboard shortcut is "Ctrl+P".

The '**Find**' button will put you into the Find mode. In the Find mode you may find records that meet criteria defined within a field or fields. See section 7 of the User Guide for more information on Finding Records. The shortcut key is 'Ctrl+F'.

The '**Show All**' button will make all records within the database available for browsing and printing. The keyboard shortcut is 'Ctrl+J'.

The '**Sort**' button calls up the Sort dialog box. The sort will be accomplished according to the fields selected and order listed. For more information on Sorting Records see Section 8 of this User Guide. The keyboard shortcut is "Ctrl

The '**Form View**' will take you to the main form layout. If there are other form layouts in the file those buttons will be shown such as a supplement page. There is no keyboard shortcut.

NOTE: Some buttons may not be included on some forms due to lack of space. Buttons may also appear smaller than normally shown due to space limitations.

Filling in information or entering data is perhaps the easiest and most used function of electronic forms. This section describes the various options available in filling in forms using

A New Form

Three options are available to fill in a new form (or record):

> 1. Click on the button called 'New Record'. This will create a new record and put the cursor on the first 'Field' or fill in blank on the form. The alternate is found in the 'Edit' Menu' under 'New Record'. The shortcut key is 'Ctrl+N'.
>
> 2. The second option is to duplicate an existing record. Simply 'Browse' or 'Find' the desired record and click on the 'Duplicate Record' button. The alternate is 'Duplicate Record' under the 'Edit' Menu. The shortcut key is 'Ctrl+D'.

Another option that may be required is to delete records or forms in a file. This option is fairly easy but be very careful in using this feature because the deleted records cannot be recovered. Deleted records are lost forever unless a backup or duplicate file is made.

To delete or erase a record simply 'Browse' or 'Find' the record(s) then use the 'Delete Record' option in the 'Edit' menu. The shortcut is 'Ctrl+E'. A button for this option was intentionally not included in electronic forms to preclude users from inadvertantly erasing files or records.

To navigate through the 'Fields' or blanks simply press the 'Tab' button. Tabbing moves the cursor to the next field or blank.

To go back to the previous 'Field' or blank hold down the 'Shift' key while pressing the 'Tab' button.

'Fields' may also be accessed by simply 'Clicking' with the mouse on the desired field. You can't press Tab to select **summary** and **calculation** fields in Browse Mode; you must click in the field. To enter information in a field, select the field while in Browse mode and start typing. The way values appear depends on how the field was formatted in Layout mode, on the system formats used when the file was created, or on your computer's system formats.

To type in a	Select the field and then
Text field	Type the text (up to 64,000 characters)
Number field	Type the values (up to 255 characters)
Date field	Type the date in the format used when the file was created
Time field	Type the time in the format used when the file was created. If you type a single digit in a time field, FileMaker Pro assumes it's the hour (typing 5 in a time field indexes it as 5:00:00).

Note   If you mix numbers and text in a number field that's used in a calculation or summary formula, FileMaker Pro ignores the text when performing the calculation or summary.

Text Fields can contain up to 64,000 characters, however depending how the layout is arranged, not all data may show when printed. The only data that will print is what is displayed within the defined field boundary within that layout. The extra data is still in the database, it will simply not print. To format text within a field see Section 4, Text Formatting.

You can also use the keyboard to navigate between fields in a record, items in a value list, and records in a database
in Browse.

To move to	Press
The next field (in the established tab order) in a record	Tab
The previous field	Shift+Tab
Items in a value list (except pop-up menus)	Arrow keys
The next record in the database	Ctrl+Down Arrow or Shift+PgDn
The previous record in the database	Ctrl+Up Arrow or Shift+PgUp

Note   You can't press Tab to select summary and calculation fields in Browse; you must click in the field.

Check Boxes, Pop-up Menus, and Radio Buttons

Most forms include boxes that require a check or 'X' in the box to define information. These features are also found in FileMaker Pro.

Three different options of limited information may be included on the form. They are:

Check Boxes - more than one may be checked as needed: ☐ **Yes** ☒ **No** ☒ **Unknown**

Radio Buttons - only one may be checked at a time: ⦿ **Yes** ◯ **No** ◯ **Unknown**

Pop-up Lists - popular choices show - simply click on selection and it shows - can be overwritten:
Unknown

Pop-up Menus - click on selection and it shows - cannot be overwritten:
No

In value lists, you can use the keyboard to enter values for radio (option) buttons, checkboxes, and pop-up (drop-down) lists. Tab into the field and type the first letter of the value that you want to enter, or use the arrow keys to select it. Then press the Space bar to enter the value.

Repeating Fields

Another type of field used extensively in FileMaker Pro is a repeating field or a comb. In forms such as the Travel Expense Voucher, (DOT Form 133-103) repeating fields make up the majority of the form. These fields have slightly different properties from the regular single fields.

**Repeating field in
vertical orientation**   **Repeating field in horizontal orientation**

Field #1
Field #2
Field #3
Field #4

Field #1	Field #2	Field #3	Field #4

Altering data in an Existing Record

Altering an existing form is very similar to entering information in a "New Record".

Simply 'Find' or 'Browse' to the record desired.

Either 'Tab' or 'Click' on the field and change the required information. If a field is triple clicked, the entire field is selected for replacement. The field information can also be highlighted using the mouse.

Remember that the record will be permanently changed. To preserve the original information, 'Duplicate' the record first, then alter the copy.
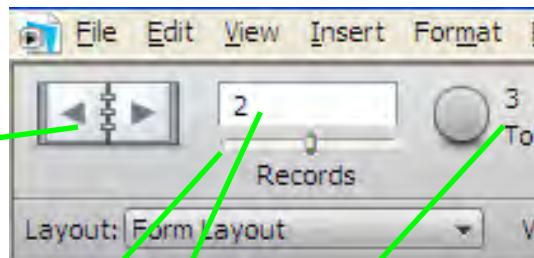
In 'Browse' you can create new records and edit, sort, print, and export them to another file. The records appear in the current layout.

FileMaker Pro opens a file in 'Browse' mode by default.

Status Area
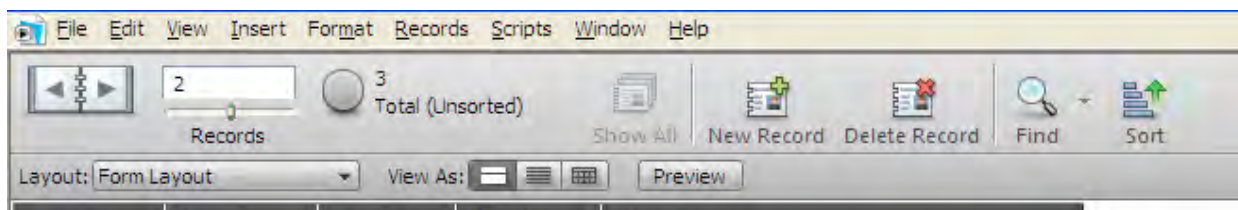
Flip through the pages of the book to browse through the records contained in the file
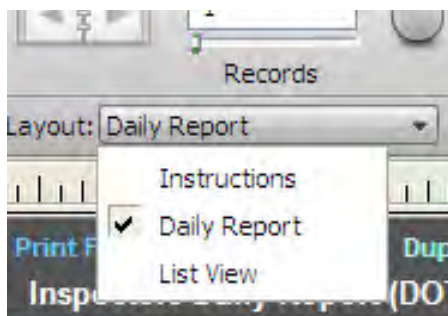
Book Mark: Move directly to a specific record

Number of record on display

Total number of records in file

The Layout Dialog Box

Shows the layouts available in the file. Clicking on the box will indicate the available layouts.

Clicking on the name of the layout will change to that layout. Layouts allow information in the records to be displayed in different ways.

Another option in viewing or browsing records is the '**List View**' layout. The List View allows viewing of all records in the file in a generic list view.

The list view does not include all fields in the database but enough information is included to identify specific records.

After a specific record(s) is located you may then switch back to the 'Form Layout' to view or print that record on the form.

The 'List View' may also be printed to provide a log of all or specific records in a file.

The instructions on page 1-1 will also work in the 'List View'.

Customized list views or display layouts can be added to form files to view information not contained in the generic list view.

Using Find Mode

In 'Find Mode' you make 'Find' requests to locate records based on selected criteria. The located records become the 'Found Set' for browsing, sorting, previewing, and printing. FileMaker Pro switches to Browse after completing a find request.

Use 'Find Mode' to work with find requests, blank records into which you type or paste search criteria. FileMaker Pro maintains a field-by-field index of the values in a file. When you run a find request, FileMaker Pro looks through the index to find entries that match the search criteria.

Records that match the criteria are called the 'Found Set'. Once you have created a 'Found Set', those are the only records available for browsing, sorting, previewing, and printing.

> To switch to '**Find**', use the 'Find' button located on the List View Layout, select 'Find' with the mode selector at the bottom of your screen or choose 'Find' from the Mode menu. The keyboard shortcut is 'Ctrl+F'.
>
> The '**Show All**' button will undo any finds or found sets. To see all of your form records, click the 'Show All' button.

Find Status Area

In 'Find', use the status area to create find requests. 'Find' requests locate the records that match your find criteria. Those records become the found set, and are the only records available for browsing, sorting, previewing, and printing.
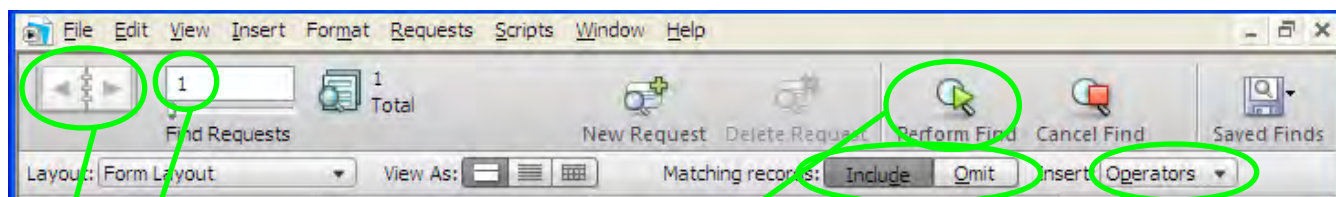
Indicates number of current 'Find Requests'.

If more than one 'Find Request' is valid all of them can be accessed by using the request book.

Click in box to 'Include' or 'Omit' the search criteria.

Click on 'Operators' button to select range, wildcard, and other criteria.

Click on the 'Perform Find' button (or press 'Enter') to execute Find.

Omit

Choose this option when you want to include all records <u>except</u> those meeting the selected criteria. Example: "Mary" as the selected criteria with 'Omit' checked will find all records except those with "Mary" in that field.

Operators Definitions

<   less than

<= less than or equal

>   greater than   Number range criteria

=> greater than or equal

=   exact match   Range - Numbers, Dates, Alphabetical

...   range   (example= 1/1/93...1/1/94 returns all records
                            within those dates inclusive)

!   duplicates

/ / today's date   Only duplicated records with the selected
                           criteria

?   invalid date or time

@ one character   Wildcards (see below)

*   zero or more characters

"" literal text   Exact match (text)

Wildcards

When making a 'Find Request', you can use wildcards to find words when you're not sure of all the characters. FileMaker Pro looks for the words in text fields and in calculation fields with a text result.

Choose the '@' wildcard when you know the number of unknown characters in a field but are not sure what they are.

For example, to find Gray and Grey, type Gr@y.

Choose the '*' wildcard to substitute for any number of unknown characters.

FileMaker Pro has nine pull-down menus on the menu bar.

| File   Edit   View   Insert   Format   Records   Scripts   Window   Help |

The menu groups, definitions and commands available within each group are as follows. The explanations are also available within FileMaker Pro Help.

| **File** | Use File menu commands to manage, print, copy, and recover files, set preferences, work with files on a network, and exit FileMaker Pro. | Open... Close Print Setup... Print... | Import Records... Export Records... Exit |

| **Edit** | Use Edit menu commands to create new records, layouts, and find requests, to undo actions, and to cut, copy, paste, clear, and select FileMaker Pro data and objects. | Undo Cut Copy Paste Paste Special... | Clear Select All Spelling Objects... |

| **View** | Use View menu commands to switch between Browse, Find, and Preview modes, to search and sort records, to determine the type information in your fields. The View menu options are different in Browse, and Preview Mode. | Browse Mode Find Mode Layout Mode Preview Mode View as Form View as List View as Table Toolbars... Status Bar Status Area | Text Ruler Show... Zoom In Zoom Out |

| **Insert** | Use Insert menu commands to insert picture, sound, movie, or data into the database fields. | Object... Picture... QuickTime... Sound... Current Date Current Time | Current User Name From Index... From Last Record |

| **Format** | Use Format menu commands to change the appearance of text and field entries. Commands are available based on the current mode and selection. In Browse, formatting changes apply to the current selection only and you can mix fonts, font sizes, and styles in a single field entry. | Font Size Style Align Text Line Spacing Text Color Text... Text Ruler Line Spacing Text Color | Text... Number... Date... Time... Graphic... Field Format... |

Records	Use Records menu commands to work with records in the file. The Records menu commands are only available in Browse and Preview Modes	New Record Duplicate Record Delete Record Delete All Records Modify Last Find Show All Records Show Omitted	Omit Record Omit Multiple... Sort... Replace... Relookup Revert Record
Scripts	Use Scripts menu commands to activate individual commands and scripts.	Script	
Window	Use the Window menu commands to arrange and activate file windows.	Tile Cascade Arrange Icons	
Help	Use Help menu commands to get information on using FileMaker Pro.	DOT FORMS Help... About DOT FORMS...	

There are several ways that electronic forms may be printed. One way is to use the 'Print' buttons provided that use a 'Script' to perform a function of FileMaker Pro.

The 'Print' button will print all pages of the current Layout.

Of course you may also use the 'Menus' located at the top of the screen. To do this you would click on 'File' 'Print' in the menu and that would bring up the Print Dialog Box. This method would be used if you wanted to print anything other than just one copy of the form or layout such as the Field Definitions, multiple copies, all records being browsed, or just a certain page of a form or layout.

The following illustration shows what the Print Dialog Box looks like. The box will look slightly different between the Windows and the Macintosh versions but all of the functions are
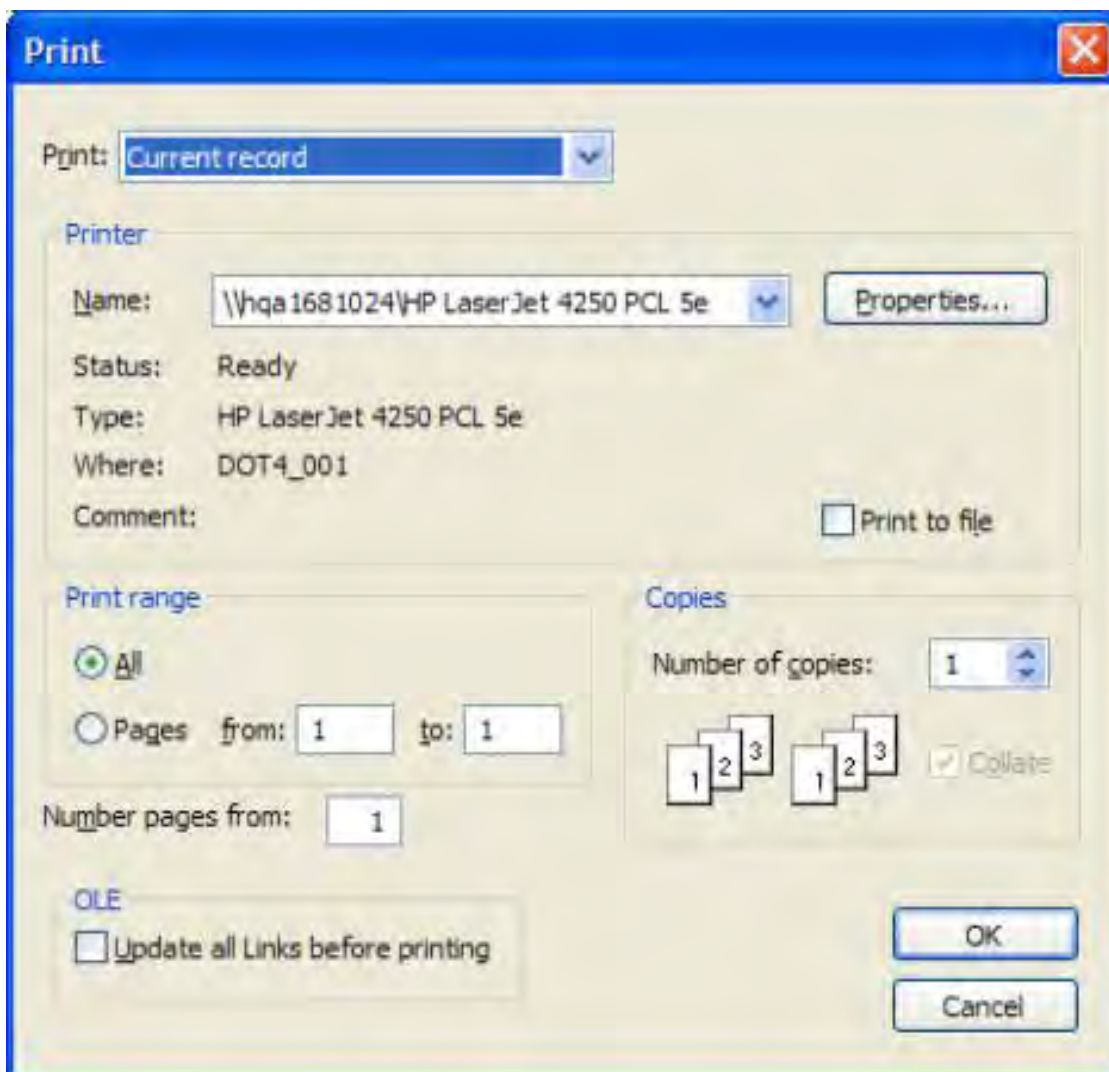
Selecting Print Options

In FileMaker Pro, you can print specific pages, control the print quality, print to a file, add page numbers, choose to print specific records, print field and script definitions, print a specific number of copies, and collate pages. To select print options, choose 'Print' from the 'File' menu and select an option or click on the "Print" button.

- To print all pages in a form, click 'All'.

- To print a range of pages, click 'Pages' and type the first page in the 'From' box and the last page in the To box.

- If your printer offers different print qualities, click 'Print Quality' and select a print quality option such as a dpi value (dots per inch) or High, Medium, Low, or Draft.

- To store print jobs to print later or to print from a different computer, check 'Print to File'.

- If a form uses the page number symbols (# #) in a layout, you can change the starting page number that prints at the bottom of each page by typing a number in the 'Number Pages From' box.

- To print all records in the 'Found Set', click 'Records Being Browsed'.

- To print the current record only, click 'Current Record'.

- To print a blank record, click 'Blank Record' and select one of the following options from the pop-up list;

> As Formatted to print fields as formatted in the Field Borders dialog box.
> With Boxes to print each field shown by a box.
> With Underlines to print each field with an underline.
> To print a list of field definitions, click Field Definitions.

- To print a script definition, click 'Script Definition For' and select 'All Scripts' or a specific script from the pop-up list.

- To set the number of copies you want to print, type a number in the 'Copies' box.

- To print complete, collated copies instead of all copies of a page before going on to the next, click 'Collate' copies. Once you've selected your print options, click 'OK' to begin printing.

Troubleshooting Printer Problems

The majority of problems and user frustrations using FileMaker Pro are usually traced to printer problems.

FileMaker Pro uses the printer driver (for Windows) or printer definition (for Macintosh) to define how the screen looks like and where the print margins are located. These margins are defined by the maximum printable area for the printer selected and is not definable by the user. This causes most of the problems such as multiple pages running onto the next or previous page(s).

Hewlett Packard LaserJet Series 4 in PCL Mode If you experience any difficulties or poor printing results with LaserJet series 4 printers in PCL mode, go into the Printers control panel, select Printer Setup (for the LaserJet 4), click Options, and change the Graphics Mode option from HP-GL/2 to Raster.

Hewlett Packard LaserJet Series 5 and 5si If the printer hangs on multi-page or landscape forms, check the installed memory in the Print Manager setup for the printer. It must match excatly the memory installed in the printer. This is not an automatic function when installing the drivers for the printer - it must be set manually.

FileMaker Pro can display the database information in different formats or displays. These displays are called 'Layouts'.

These 'Layouts' may be accessed in several different ways:

Layout Buttons

Layout buttons are included in form layouts depending on layouts available.

Button	Description
Form View	**Opens or goes to the Form Layout**
List View	**Opens or goes to the List View Layout**
Instructions	**Opens or goes to the Instructions Layout**
Supplement	**Opens or goes to the Supplement Layout**
Main Menu	**Returns to the CD Library Electronic Forms Main Menu**

Electronic forms will always have at least two layouts: the Form Layout and a List View Layout. Other layouts may be included as required such as supplements, instructions or related forms. Some form files may also include several different form layouts using a shared database (such as the 'Special Provisions for Permits and Franchises' file). Layouts may also be accessed in the 'Preview Mode' or 'Browse Mode' by using the 'Layout Dialog Box' shown below.

The Layout Dialog Box

Shows the layouts available in the file. Clicking on the box will indicate the layout names.
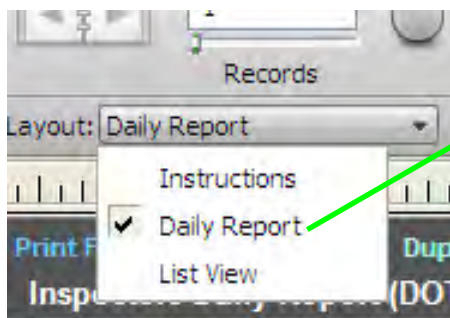
Clicking on the name of the layout will change to that layout. Layouts allow information in the records to be displayed in different ways.

Will work in 'Browse' or 'Preview' Mode

See section 2 (Form Buttons) for more information on Buttons or section 4 (Browsing Records) for more information on Layouts.

Importing Records into FileMaker Pro

You can import records from other FileMaker Pro files or from files created in other applications.

To import records from a FileMaker Pro file or files from other applications:

1. Open the destination file. This is the file that will receive the imported records.

2. Choose 'Import/Export' in the 'File' menu and 'Import Records' from the submenu. You will see the 'Open File' dialog box.
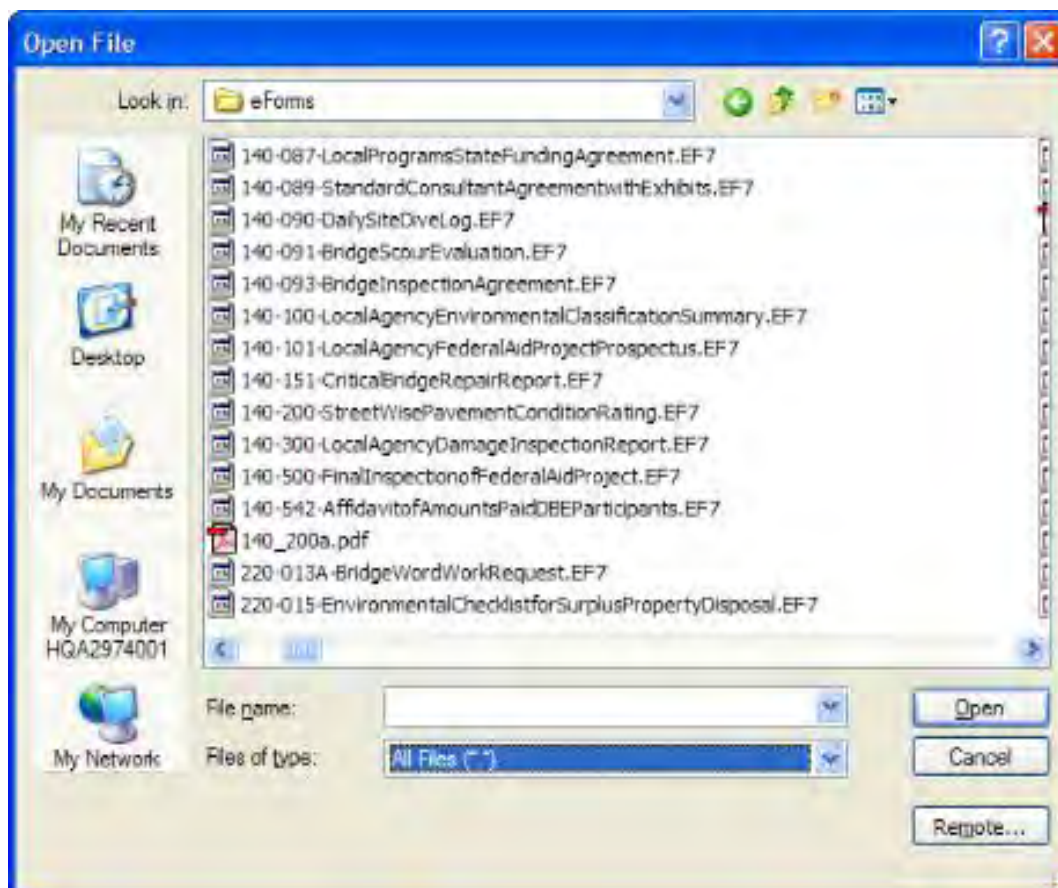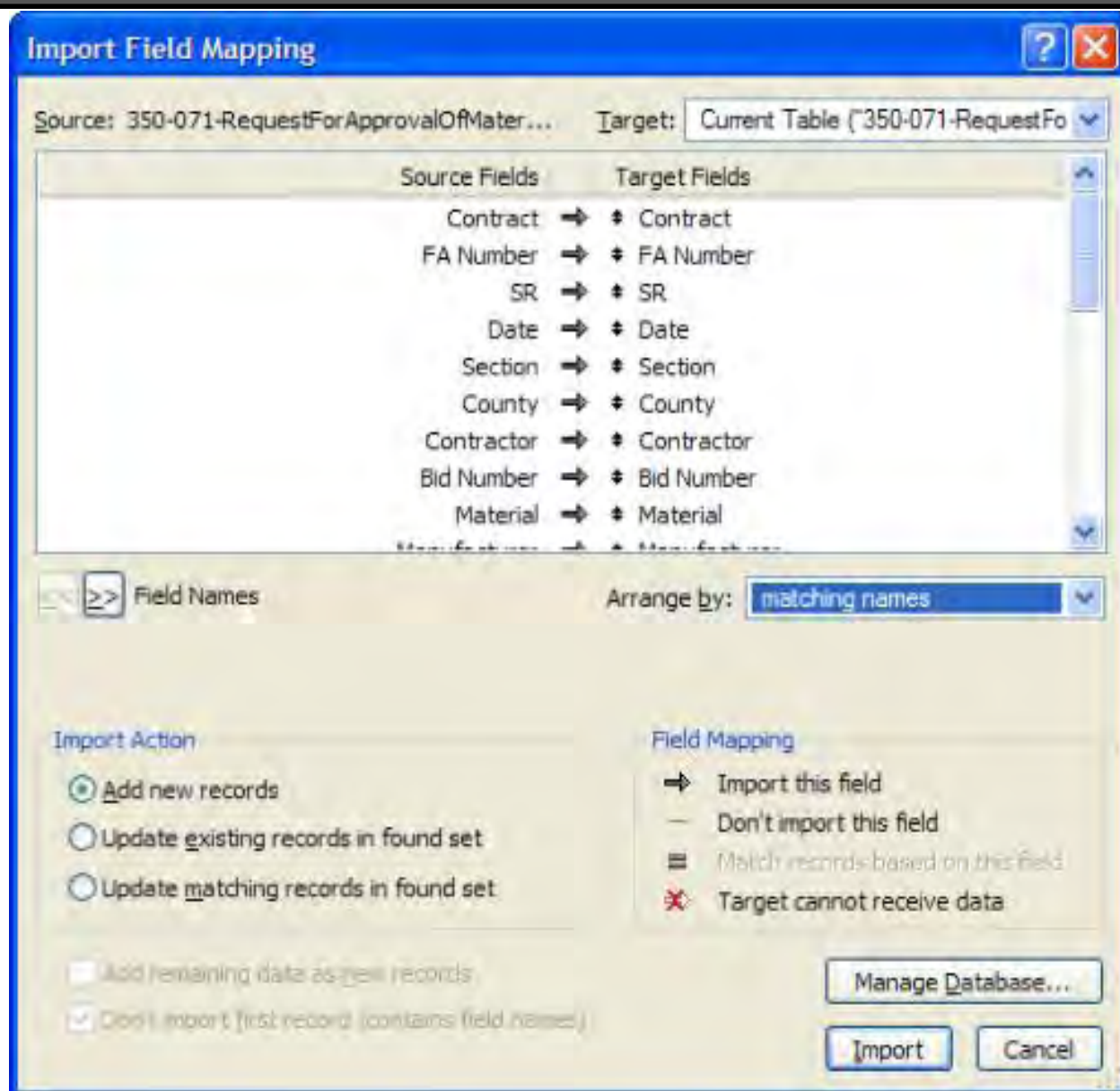

Some of the importable file types are:

*.DBF = dBase III and IV	*.TAB & *.TXT = Tab-Separated Text
*.WKS & *.WK1 = Lotus 1.2.3.	*.CSV & *.TXT = Comma-Separated Text
*.SLK = Microsoft Excel	*.XML = XML files
	*.FP7, E39, E10= FileMaker Files

3. Locate the source file in the files list and click OK.
You will next see the 'Import Field Mapping' dialog box.

4. The fields in the source file will map to the fields in the destination file as shown in the list. You can drag the field names in the 'Fields In' list to change where FileMaker Pro maps data. Click the 'Scan Data' buttons to view data in the source file. By clicking the connection arrows between the fields, you can turn on or off the importing of data for those fields.

5. If the Destination file is a revised or updated version of the source file, or if the fields in both files are the same, click on the 'Match Fields' button to match the field entries.

6. Click 'Add New Records' to append the imported records to the end of the destination file or 'Replace Data in Current Found Set' to overwrite any existing records with the imported records.

7. Click on 'OK' and FileMaker Pro will do the rest.

Exporting Records from FileMaker Pro

Exporting records from FileMaker Pro to another application type is just as simple.

1. Open the source file - Locate the source file in the files list and click 'OK'.

Some of the exportable file types are:

*.DBF = dBase III and IV	*.TAB & *.TXT = Tab-Separated Text
*.WKS & *.WK1 = Lotus 1.2.3.	*.CSV & *.TXT = Comma-Separated Text
*.SLK = Microsoft Excel	*.XML = XML files
	*.FP7, E39, E10= FileMaker Files

2. Choose 'Import/Export' in the 'File' menu and 'Export Records' from the submenu. You will see the 'Export Records To File' dialog box.

3. Select the 'File Type' format desired.

4. Type an eight digit name for the file. You may type the three letter extension or, if omitted, FileMaker Pro will automatically add the correct extension according to the file type selected.

5. Click 'OK'.

Importing and Exporting Selected or Sorted Records

To Import or Export selected files:

1. Open the source file.

2. Create a 'Found Set' (see Section 7, Finding Records) of the records to be exported or imported.

3. To import selected files open the destination file and follow the import procedures to import records from the source file. To export the selected files follow the procedures to export records.

4. The 'Found' records may then be sorted if desired.

To Import or Export Sorted Records:

Normally FileMaker Pro records are in order of creation, i.e., first record first, last record created last. The records can be sorted prior to importing or exporting, putting the records into a more usable order such as date, alphabetical, or numerical.

Simply perform a 'Sort' (see Section 2, Buttons) prior to importing or exporting.

System Support

Since you are using the User Guide, it is assumed that your computer has at least the minimum requirements to run WSDOT eForms.

The following are the minimum requirements to use WSDOT eForms (FileMaker Pro 10.0v3):

Windows	Mac
Pentium class processor with 1 GB RAM memory	Currently Not Supported
Hard disk drive with at least 80 MB of disk space free	
Windows XP w/SP3, Vista, or Windows 7	
Laser or Ink Jet printer	

NOTE: The above specifications are <u>minimum</u> requirements to utilize FileMaker Pro 5.0 Runtime and related software only. Operating additional applications simultaneously may require additional

Supported Printers:

HP Series 2	HP Series 4000
HP Series 3, 3si	HP Series 6000
HP Series 4, 4m, 4m+, 4si	HP Deskjet 500, 550, 550c
HP Series 5, 5p, 5si, 5L	HP Deskjet Series 600, 700, 800,1100
HP Series 6	LexMark Inkjet Printers
Brother HL Series printers	NEC SIlentWriter Series printers

The forms should print on most laser printers with no problems. See the Notes and Warning Section for known problems with specific printers.

Page clipping may occur with some inkjet printers, but should not be significant enough to cause problems. The forms have been designed to allow clipping to occur at the bottom of the forms in non-critical areas where no data will be lost in printing.

The forms have not been tested on dot-matrix printers.

Printer / System Troubleshooting

FileMaker reads the printer driver and the printer you are using and that defines the page setup of the form on your system. Some printers will not print the forms correctly simply because their printable area is different than the supported printers.

This margin limitation comes into play when you are using a printer that has a smaller printable area than the listed printers. This will cause the bottom of pages to be clipped off. On most printers, the clipping will be fairly minimal and not be a significant problem. Some older printers or printers not tested, may have considerable clipping, enough to be unusable with the Runtime electronic forms.

Printer names longer than 31 characters (including the server name) have been known to cause long print times or can cause FileMaker to crash.

If you are new to FileMaker pro and you do not have one of the supported printers available to print to, we suggest you contact your computer support staff to assist you.

Long Print Times

Several different reasons will cause long print times of electronic forms. Troubleshooting long print times can be difficult. The following causes have been found to cause long print times for users. There is no set remedy for these causes. Remedies will vary according to location, network type and location, and/or system type:

1. Printer driver - Check the printer driver. For Macintosh, LaserWriter 8.3 works quite well for printing to Apple LaserWriter Postscript, and Hewlett Packard printers.

2. Network attached printer - Wire routing and the number of users using the printer can significantly affect print times.

3. Fonts - Using a printer without the correct fonts or the fonts disabled can cause long print times. 'Arial' and 'Times new Roman' installed on a Macintosh printing to a printer without those fonts resident will cause very long print times.

4. Network attached printer - Wire routing and the number of users using the printer can significantly affect print times.

5. Fonts - Using a printer without the correct fonts or the fonts disabled can cause long print times. 'Arial' and 'Times new Roman' installed on a Macintosh printing to a printer without those fonts resident will cause very long print times.

6. Low cache allocation - A low print cache or disk cache allocation may cause slow print times for both Macintosh and Windows systems. If possible increase cache size.

7. Multiple applications - Multiple applications running simultaneously on a system without sufficient memory can cause slow file response and print times.

For more information on printing problems see sections 7 (Printing) and Appendix A (Notes and Warnings).

Browse	In Browse you can create new records and edit, sort, print, and export them to another file.
Button	An object, graphic or icon to which a script is attached so wneh the button is 'pushed' the attached script or mini-program will start.
Click	Clicking means to point the pointer or I-bar on an item in the layout and pressing the mouse or pointer button once.
Cursor	In Browse mode, a pointer to show what field is current to enter new information, alter existing information or delete information.
Database	A collection of information or data. Examples of information you can collect and store in a database include a catalog of parts or products and a list of sales contacts. To organize a database, you use a database management application like FileMaker Pro. A FileMaker Pro database consists of records, fields, files, and layouts.
Destination File	FileMaker file that will receive imported records.
Dialog Box	A window that appears temporarily to request or supply information. Many dialog boxes have options that must be selected before a command is carried
Directory	Part of a structure for organizing files on a disk. A directory can contain files and other directories (called subdirectories).
Duplicate	Makes an exact copy of the current record. You can use Duplicate Record to simplify data entry when there are only minor differences between records. If you've set up fields to automatically enter data, FileMaker Pro enters the values in those fields for you.
Export Records	Saves the records you select in a format that can be used by other applications. You select a destination file for the records in the Export Records to File dialog box.
Field	Within a record, you enter information into a field, which represents a category of information. A field can contain names or other text, numbers, pictures or sounds, dates, times, calculations, or summaries.
File	A file is a set of related records. A file also contains the layouts and scripts designed for the records.

Find
: Activates Find mode. In Find you make find requests to locate records based on selected criteria. The located records become the found set for browsing, sorting, previewing, and printing.

Folder
: Macintosh computer file directory in which computer files or programs are kept. The PC equivelant is directory or subdirectory.

Font
: A style of text type used by a computer to display text on the screen and for printing. Electronic forms use Arial (Helvetica) and Times New Roman (Times) for display and printing.

Found Set
: Records selected using the Find Mode becomes the Found Set.

Group
: Several items or symbols combined so that they can be treated as a single item.

Icon
: A symbol usually associated with a script or macro to perform a specific function. Also can be referred to as a button.

Import Records
: Import records from other FileMaker Pro 2.0 for Windows or FileMaker Pro 2.0 for Macintosh files or from files created in other applications.

Layout
: You use a layout to organize information for display, data entry, and printing. You can create several layouts for the same information because a layout is completely separate from the information it contains. A layout determines how you present information--not how you store it.

Locked
: With a file locked means it it not accessible without the proper password. In Layout mode it refers to text, or a graphic item that cannot be moved, editied, or deleted. With records it means the records cannot be altered, or deleted.

Mode
: FileMaker Pro has four different modes: Browse, Find, Layout, and Preview. You select a mode based on the work you need to do.
  - To enter data and view, add, change, omit, and delete records, use Browse .
  - To work with a subset of records in your database that match the criteria you set, use Find. For example, in a customer database, you might want to find the customers who ordered a specific product or service.
  - To design layouts that present your data for different tasks (such as invoice reports or order processing), use Layout.
  - To see how records will look when printed, use Preview. After previewing your records, you can adjust the layout if needed.

Preview	Preview usually refers to a screen mode to see how records will look like when printed.
Read-Only	A Read-Only file cannot be saved, updated or written to. Electronic forms files are located in a Read-Only directory. They must be copied to a directory where the user has read and write priveleges.
Record	A record contains the information you keep about one product, person, or transaction. A record corresponds to a paper form, such as a purchase order, which contains detailed information in many different categories.
Script	A script instructs FileMaker Pro to carry out a sequence of specified tasks for a specific file. Scripts can have subscripts to perform additional tasks. To build a script you define a set of steps you want the script to perform. When setting up a script, FileMaker Pro does not record your actions as you perform them. You choose steps and build the script based on the current state of the file. To perform a script, you choose it from the Scripts menu or the Define Scripts dialog box. You can also create buttons in a layout to perform scripts or run specific commands.
Sort	Sorting rearranges records according to the entries in a field or a set of fields. FileMaker Pro stores records in the order you add them. You can sort all records or a group of found records and then browse, update, or print those records in the new sequence. The sort order instructs FileMaker Pro to arrange records in ascending, descending, or custom order. FileMaker Pro sorts by the first field in the sort order, then by the second, and so on. You can sort records in any mode except Find.
Source File	The file that contains the records or information that will be received or imported. See also Destination File.
Subdirectory	See Directory
Wildcard	When making a find request, you can use wildcards to find words when you're not sure of all the characters. FileMaker Pro looks for the words in text fields and in calculation fields with a text result.
Window	A rectangular area on the screen desktop in which applications or documents are viewed. Windows can be opened, closed, moved, and resized. Several windows can be opened at the same time. Windows can be reduced to an icon or enlarged to fill the entire desktop.